

**Exact change or personal check accepted (no second party checks or credit cards)**

## **Fingerprinting Services**

Please bring all appropriate forms associated with obtaining ink prints or live scans. You can call the Colma Police Dispatch 650.997.8321 to ensure you have all appropriate paperwork. This paperwork is usually provided by your employer or the agency requesting the ink prints or live scan.

### Ink Prints:

Colma Residents and Businesses: Tuesday - Saturday 7 am - 3 pm

Non-Colma Residents: Tuesday 10 am - 12 pm and Thursday 12:30 pm - 2:30 pm

1. You must have photo identification with you.
2. Use black ink to fill out the card.
3. You must provide print card(s).

Cost: \$20.00 per card

### Live Scan:

Can be obtained 24 hours a day 7 days a week with no appointment.

1. Must have photo identification with you.
2. You must provide 3 copies of the "Request for Live Scan Service" form.
3. The form must be completed prior to your arrival.

Cost: \$25.00 plus any applicable Department of Justice / Federal Bureau of Investigation charges

## **Copies of Police Reports and Photographs**

An application for a police report can be downloaded from the [forms tab](#).

### Cost:

\$10.00 for a police report.

\$5.00 for a CAD report.

\$20.00 per set of 12 report photograph reprints.

## **Attorney Requests for Audio / Video**

### Cost:

\$25.00 per copy of one of the following audio cassette, video tape, CD-R, or DVD-R.

**(Fees are to be paid in advanced)**

## **Vehicle Release / Recovery**

Please bring the Notice of Stored Vehicle slip with you when claiming your vehicle from the Colma Police Department.

### Cost:

\$80.00 fee which does not apply towards towing / storage fees.

## **Citation / Ticket Sign-Off**

The Colma Police Department will sign off a correctable violation citation / ticket 24 hours a day 7 days a week.

### Cost:

\$10.00 which only applies to any citation / ticket **NOT** issued by the Colma Police Department.

Also, Town of Colma residents can have a citation issued by any agency signed off for free.

## **Public Records and Information Requests**

The public has a right to request public information from the Town of Colma. Applicants are not required to fill out this form. The Colma Police Department has the duty to assist the applicant in filling out the form. A form can be downloaded from our [forms tab](#).

## **Voluntary Firearm Registration**

The form to voluntarily register your hand guns with the Department of Justice can be downloaded from our [forms tab](#).

## **Business Contact Registration**

The purpose of this form is to help the Police Department protect your property. This form is confidential and if the information is not legible we will be unable to contact you or your representative in case of an emergency. You can download the form from our [forms tab](#).

## Child Seat Installation

Please call the Colma Police Department to schedule an appointment. In order to insure proper installation please bring the owners manual to your vehicle and the manual to your child safety seat. It is preferred that the child is present during the installation to ensure a proper fit.

When: Tuesday - Thursday - Friday - Saturday 7 am - 2:30 pm Wednesday 7 am - 12 pm

Cost: Free

## Colma Resident, Merchant, or Guest Parking Permit

The Town of Colma has restricted parking hours applicable to B, C, D, E, F Streets and Clark Avenue. Unless you are a qualified resident or merchant fronting one of these streets and hold a valid permit, you may not park longer that two hours between the hours of 8:00 am and 9:00 pm Monday-Saturday.

Qualified residents and merchants may acquire permits at the Colma Police Department.

When: Monday - Friday 9 am - 5 pm

Cost: Free

### Resident Permits:

You may acquire a permit for each vehicle that is properly registered to your Colma address. Please bring your Colma ID or Driver License listing your Colma address and your current vehicle registration to the Colma Police Department.

### Merchant Permits:

Each employee of a business located in the preferred parking area may acquire one permit for the principal vehicle used in the business. The permit will bear the vehicle license plate number and will not be transferable. Please bring your current vehicle registration to the Colma Police Department.

### Guest Permits:

Two guest permits may be issued to each qualified dwelling unit and to each qualified merchant business, without a green zone, fronting one of the streets in the preferential parking areas. Guest permits are valid only for the year noted on the permit. Guest permits cannot be used for vehicles registered to a Colma address.

